



STATE OF INDIANA

Request for Information 9-72

INDIANA DEPARTMENT OF ADMINISTRATION

On Behalf Of

The Office of Medicaid Policy & Planning (OMPP)

Solicitation For:

Temporary Staffing Services

Response Due Date: May 4, 2009

Stephanie Taylor
Indiana Department of Administration
Procurement Division
402 W. Washington St., Room W478
Indianapolis, IN 46204

REQUEST FOR INFORMATION 9-72

This is a Request for Information (RFI) issued by the Indiana Department of Administration (IDOA) in conjunction with the Office of Medicaid Policy and Planning (OMPP). This RFI requests responses for providing recruiting, hiring, and temporary retention of employees for the Department of Medicaid Informatics. There will not be a contract resulting directly from this RFI; however, respondents to this RFI will be placed on the list of potential respondents and will receive an announcement of any Request for Proposal (RFP) that may arise from this RFI.

BACKGROUND

OMPP is especially interested in procuring a temporary staffing vendor that will perform recruitment, hiring and temporary retention of employees until such time that the State can hire the position. This RFI, a step in the procurement process, has two key objectives: 1) Provide prospective respondents with general information regarding the statewide project and its targeted schedule and 2) Solicit respondent information that will help OMPP in the development of the resulting RFP.

SOLICITATION OF PRESENTATIONS

Before accepting proposals for review in accordance with the usual procedures for the State, OMPP is soliciting feedback from potential respondents to a RFP regarding the information presented in this RFI.

OBJECTIVE

OMPP is seeking feedback on the information in this RFI. OMPP will consider any information received in response to this RFI in the construction of an RFP soliciting these commodities and services.

SPECIFIC NEEDS

The RFP process will be open to all respondents regardless of their decision to participate in this RFI. OMPP seeks creative, high-level responses to the RFI components. Below is the basic Scope of Work for the need OMPP has:

SCOPE OF WORK REQUESTED:

Vendor will provide a temporary staffing co-employment as a pass-through service performing recruitment, hiring and temporary retention of employees for the purpose of staffing the OMPP Department of Medicaid Informatics with the intent to migrate staff to State full time employment over a period of 12 months. Vendor will provide an agreed upon salary and benefits package to its employees under contract to the Office Of Medicaid Policy and Planning comparable to the State of Indiana's standard benefits. Vendor will be required to maintain position requirements, and to perform background checks as part of their hiring process. Vendor will also perform any necessary worker's compensation activities for co-employed staff under their contract.

OMPP is especially interested in receiving the following information from each respondent's RFI submission:

- Respondent's qualifications and related experience.
- Qualifications and related experience.
- Agreement to meet contractual requirements for any potential RFP
- Demonstration of corporate/financial stability and industry presence
- Comparable project references of similar scope and size

RESPONSES

Firms interested in providing information to OMPP should submit **an original and one (1) copy of the written response to:**

**Stephanie Taylor
Indiana Department of Administration
Procurement Division
402 West Washington Street, Room W468
Indianapolis, IN 46204**

Responses must be received no later than **3:00 p.m. Eastern Time on May 4, 2009**. The outside of the package (envelope or box) should be clearly marked:

“RESPONSE TO REQUEST FOR INFORMATION 9-72”

Any questions regarding this RFI must be submitted to the above address. Questions may also be submitted by fax at (317) 234-1281 or by e-mail to rfp@idoa.in.gov no later than **3:00 p.m. Eastern Time on April 10, 2009**. Responses to all questions will be promptly prepared through a cooperative effort of IDOA and OMPP. A copy of each question and answer will be posted to the State of Indiana website <http://www.in.gov/idoa/2788.htm>

Inquiries are not to be directed to any staff member of OMPP.

Responses will be considered public information once a Request for Proposal (RFP) is complete. If an RFP is not undertaken, the responses are considered public once the decision is made.

Please note that Stephanie Taylor is the State's single point of contact for this RFI.

Please note that the usual and customary procedures for selecting a vendor (issuance of an RFP) may follow this RFI. The process will be open to all providers irrespective of their participation or non-involvement in this information-gathering process.